



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE FLIGHT TEST CENTER (AFMC)
EDWARDS AIR FORCE BASE CALIFORNIA

15 MAY 2003

MEMORANDUM FOR ALL EDWARDS PERSONNEL

FROM: AFFTC/IT

SUBJECT: BuyIT Purchase Exceptions

1. Effective immediately, the attached list of computer related items, costing less than \$500 each will not be purchased through the BuyIT process. The items may be purchased with an organization's Government Purchase Card (GPC). The BuyIT exception list will be periodically reviewed and updated as required.
2. All items that interface with the network environment or connect to a PC must be purchased through BuyIT regardless of the cost. Some examples are: hard drives, video projectors, cameras, monitors, CPUs, application software, scanners, printers and any Personal Digital Assistants (PDAs (any electronic handheld information device))—to include Palm Pilots, iPAQs, Jornadas, etc. All Nextel phone/radios must also be purchased through BuyIT.
3. If you need clarification on any of the items listed, contact BuyIT Administrator by E-mail at Edwards BuyIT. You may also contact Paulette Martin, 7-0647, or Eddie Brewer, 7-0651.


SHELLEY D. CHRISTIAN, Colonel, USAF
Director, Information Technology

Attachment:
BuyIT Exception List

BuyIT Exception List
Approved for Organizational Purchase
(Do not purchase these items through BuyIT)

General Category	Examples/Explanations
Batteries	Laptop, Handheld, PDAs, etc., Rechargeable Battery Packs, Battery Rechargers, Uninterruptible Power Supply (UPS) for Desktop PCs;
Cables	SCSI, Serial, USB, Firewire (IEEE 1394), Phone, Video, Power Cables, Adapters;
Cases	Accessories for Laptop, Handheld, PDAs, etc.;
External Flash Memory Devices	USB Flash Memory Drives, Pen Drives, Thumb Drives; Compact Flash (CF), Memory Stick, Multimedia Card (MMC), Secure Digital (SD), SmartMedia Flash, Microdrive Cards, Card Readers.
Furniture	Computer Furniture, Video Furniture
Keyboards/Mouse	Non-Wireless Keyboards/Mice for Desktops, Portable Keyboards for PDAs and Handhelds;
Miscellaneous Hardware	Brackets, Holders, Hangers, Racks, Rack Mounts, Ceiling Brackets, Mounts
Supplies/Consumables	Disks (floppy, Zip, etc., Blank CD-Rs, CD-RWs, DVD-Rs, DVD-RWs), Paper (Labels, Forms, etc., Ink/Toner), Film, Video Tape, Data Cartridges/Tape, Jewel Cases, Storage Cases/Racks/Drawers

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	AFFTC/ITA	Coord	<i>John F. Palumbo, M4.1E</i> 1 Apr 03	6	AFFTC/ITX	Coord	<i>[Signature]</i> 1 Apr 03
2	AFFTC/ITB	Coord	<i>[Signature]</i> 1 Apr 03	7	AFFTC/IT Tech Dir	Coord	<i>[Signature]</i> 14 Apr 03
3	AFFTC/ITC	Coord	<i>[Signature]</i> 7 Apr 03	8	AFFTC/IT Dep Dir	Coord	<i>[Signature]</i> 17 Apr 03
4	AFFTC/ITN	Coord	<i>[Signature]</i> 9 Apr 2003	9	AFFTC/IT Director	Approve	<i>Christian, Col</i> 26 Apr 03
5	AFFTC/ITS	Coord	<i>Bonnie Lange</i> 14 Apr 03	10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
Palumbo, Captain	AFFTC/ITX	7-7819	jfp	
SUBJECT				DATE
BuyIT Purchase Exceptions Policy Letter				20030331

SUMMARY

This policy letter is to exempt items from BuyIT and allow organizations to purchase directly with their government purchase card.

RECOMMENDATION: All division chiefs concur with this policy letter and the AFFTC/IT Director approve and sign it.

James F. Palumbo

JAMES F. PALUMBO, Capt, USAF
Chief, IT Plans and Standards